

Shoreline Master Program Grants

2003-2005

Sample Scope of Work

Project Description: The Recipient will complete an update of the Shoreline Master Program (SMP) that is developed and adopted in a manner consistent with the procedural and substantive requirements of the Shoreline Management Act and the Shoreline Master Program Guidelines (Guidelines). The SMP development process will include an inventory and analysis of shoreline ecological conditions and land use; development of goals, policies, environment designations, and use regulations; and a formal local adoption process. The Recipient will incorporate public participation in all phases of SMP development. The recipient may use consultant support as appropriate.

Comment: "Utility" is a good word, "utilize" is always a bad word. Use "use" instead.

Work Program: The Recipient shall perform the following tasks.

Task 1: Coordination

The Recipient will coordinate throughout the SMP development process with Ecology and other applicable state agencies and Indian tribes as provided in the Guidelines. In addition, the recipient should consult with all other appropriate entities which may have useful scientific, technical or cultural information, including federal agencies, watershed management planning units, salmon recovery lead entities, universities and other institutions.

In its commitment to provide technical assistance throughout the SMP development process, Ecology will meet with the jurisdiction to present and discuss approaches to shoreline characterizations prior to initiation of inventory and analysis work. Ecology will provide ongoing technical assistance on data sources and approaches and will evaluate consistency of products with the Shoreline Management Act and applicable guidelines. The recipient shall provide Ecology opportunities for review of draft products at appropriate intervals.

Deliverables: Documentation of contacts.

Due Date:

Task 2: Secure Qualified Consultant Services (if applicable)

The Recipient shall prepare a detailed scope of work for consultant services consistent with grant scope of work; publish a Request for Proposals, form a review committee including Ecology's Project Officer to select the most qualified applicants; and enter contract with qualified consultant.

Deliverable: Email final executed consulting contract to Ecology Project Officer

Due Date:

Task 3: Conduct Participation Process and Integration Strategy

The Recipient shall inform and involve the public in updating the shoreline master program throughout the update effort consistent with the Shoreline Management Act (see RCW 90.58.130) and the SMP Guidelines. The recipient will prepare a public participation plan that identifies specific objectives, key parties (Planning Commission, public, property owners, state agencies, County, Tribes, neighboring jurisdictions, etc.), and establishes timelines for public participation activities.

Deliverable: Email electronic file of public participation plan and strategy consistent with Chapter 90.58.130 to Ecology project officer.

Date Due:

Task 4: Inventory and Map Shoreline Conditions

The Recipient shall compile all pertinent and reasonably available data, plans, studies, inventories, and other applicable information. Recipient will thoroughly evaluate existing reports, information, aerial photos and GIS data. The Recipient shall create working inventory maps at the appropriate scale for analysis (i.e. coarser resolution maps for adjacent lands/contributing drainage assessment, and finer resolution for the shoreline jurisdiction characterization).

Recipient will collect the following information to the extent that such information is relevant, and reasonably obtainable:

- Shoreline and adjacent land use patterns and transportation and utility facilities, including the extent of existing structures, impervious surfaces, vegetation and shoreline modifications in shoreline jurisdiction.
- Critical areas, including wetlands, aquifer recharge areas, fish and wildlife conservation areas, geologically hazardous areas, frequently flooded areas, and shorelines of statewide significance.
- Degraded areas and sites with potential for ecological restoration.
- Areas of special interest, such as priority habitats, rapidly developing waterfronts, previously identified toxic or hazardous material clean-up sites, or eroding shorelines.
- Existing and potential shoreline public access sites, including public rights-of-way and utility corridors. The inventory will include descriptions of recorded public access easements, their prescribed use, maintenance and terms.
- General location of channel migration zones and floodplains.
- Historical aerial photographs documenting past conditions to assist in preparing an analysis of cumulative impacts of development.
- Archaeological or historic resources in shoreline jurisdiction
- Conditions and regulations in shoreland and adjacent areas that affect shorelines, such as surface water management and land use regulations.

Comment: We want to emphasize use of existing material, but also be plain that new information may be required to fill gaps.

Deliverables: Email draft list of inventory data sources to Ecology Project Officer for review and comment. Submit digital working maps of inventory information displayed at appropriate scale.

Due Date:

Task 5: Conduct Analysis

The Recipient shall conduct an analysis of the information and data collected in Task 4 as it relates to development of an effective Shoreline Master Program that complies with the requirements of the SMP Guidelines. This analysis will: 1) characterize ecosystem wide processes; 2) characterize shoreline functions; 3) identify opportunities for protection, restoration, public access and shoreline use; and 4) address cumulative impacts.

5.1 Characterize ecosystem-wide processes

This characterization will include a coarse analysis of the broader area that influences the shoreline jurisdiction. It will include a narrative with reference to maps (see Task 6) that describes and illustrates the processes in the larger drainage area that are linked to the shoreline through hydrologic flows. These processes include the uptake, transport and deposition of sediment, nutrients, woody debris and pollutants (including thermal). Specifically, this characterization will:

- Present the basic geographic context – geology, soils, topography, climate, vegetation and drainage patterns and a description of how this is relevant to the shoreline.
- Note location and nature of major land uses, e.g. dams, railroads, logging, mining and irrigation.
- Note location and nature of known pertinent regulatory activities, e.g. TMDL, ESA listings, contaminated sites.
- Identify opportunities for protection/restoration of upland and adjacent areas essential for maintaining shoreline form and function.

5.2 Characterize shoreline functions

This will be a more detailed analysis of the shoreline jurisdiction that includes a narrative with reference to maps (see Task 6). The shoreline will be separated into reaches based on land use and ecological processes (such as stream confluences, littoral drift cell boundaries). Functions will be described as they are associated with each shoreline reach. Specifically, this characterization will:

- Detail the physical, biological and land use components within the shoreline jurisdiction.
- Evaluate and assess shoreline ecological function based on current scientific understanding of the relationship between the conditions of ecosystem-wide processes and conditions within shoreline jurisdiction.

5.3 Identify opportunities for protection, restoration, public access and shoreline use

- Identify potential opportunities and possible impediments to the protection and restoration of ecological functions.
- Identify current public access and opportunities for future access sites.
- Identify opportunities for appropriate shoreline uses.

Task 6: Prepare Analysis Report and Map Portfolio.

The Recipient shall prepare a report and map portfolio that analyzes the information and data collected in Task 4 as it relates to development of an effective Shoreline Master Program. The report will describe the primary physical and biological processes affecting adjacent lands and shoreline ecosystem function.

The report will present findings and recommendations in a way that is useful for making planning decisions. For example, significant features of the landscape and activities occurring in adjacent lands that affect ecosystem function will be clearly described. More detailed information on shoreline reaches will identify opportunities and constraints in: 1) protecting and restoring ecological function, 2) addressing the special requirements of shorelines of statewide significance, 3) providing public access, and 4) accommodating appropriate water-oriented uses. This will provide a foundation for establishing environment designations. The report should identify data gaps, focusing on information that would be useful to support plan development and implementation.

The recipient will prepare final synthesis maps at appropriate viewing scales that will inform the analysis report and illustrate findings. For example, the user will be introduced to the area with coarser resolution vicinity maps indicating jurisdictional boundaries, watershed boundaries and the County or City's shorelines under SMA jurisdiction. Maps at the adjacent lands/contributing drainage scale will present the significant geo-, hydro-, and ecologic features, and indicate areas most essential to maintaining shoreline form and function. Maps at the shoreline management reach scale will indicate applicable inventory features such as known presence of listed species, critical riparian or aquatic vegetation, existing land uses and shoreline modifications. Potential areas for shoreline use, public access, restoration and/or protection will be indicated. The portfolio will include a comprehensive list and map of public access to shorelines.

Deliverable: Draft and final digital copies and three hard copies of final shoreline analysis report restoration plan and accompanying map portfolio.

Due Date:

Task 7. Develop Shoreline Goals, Policies and Regulations

The Recipient shall prepare shoreline goals, policies and regulations that comply with the Shoreline Management Act and the Shoreline Master Program Guidelines.

Deliverables: Three hard copies and one digital copy of draft SMP Goals & Policies to Ecology for review to adoption

Due Date:

Task 8. Restoration Plan

The recipient will incorporate products from the inventory (Task 4) and findings from the characterization of ecosystem-wide processes and shoreline functions (Task 5) into a restoration plan. The plan will establish overall goals and identify specific priority restoration areas. Current and ongoing programs that contribute to achieving these goals as well as additional projects necessary for success will be identified. In addition an implementation strategy including funding, timelines and benchmarks will be developed.

Deliverable: Three copies and one digital copy of restoration plan and implementation strategy.

Due Date:

Task 9. Develop Shoreline Environment Designations

The Recipient shall develop environment designations that provide for compliance with the SMA and the SMP Guidelines.

The Recipient shall prepare a map illustrating recommended shoreline designations together with justification and rationale for the recommended designations.

Deliverable: Three hard copies and one digital copy of recommendations, rationale and draft map illustrating proposed shoreline environment designations.

Due Date:

Comment: This task should occur before developing use regulations, and probably before developing goals and policies. This is not to be confused with locating goals and policies at the front of the updated SMP.

Task 10. Address cumulative impacts

The effect of incremental impacts on shoreline ecological functions resulting from uses and activities allowable under the proposed master program will be evaluated in accordance with the Guidelines as an ongoing part of development of proposals for policies, environment designations and other regulations.

Deliverable: Report on results of analysis, including supporting maps and/or graphics.

Due Date:

Task 11: Adoption of Final SMP

The recipient shall conduct a review and adoption process for the final draft SMP as provided in the SMA, WAC 173-26. and the State Environmental Policy Act. The

recipient will also continue coordination with relevant agencies to provide opportunity for input and ensure that project proposals are consistent with agency's directives.

The recipient shall complete public review and the adoption process for the SMP amendment, and adoption by local elected body.

Deliverables: Three hard copies and one digital copy (Microsoft Word format) of the adopted SMP including maps and diagrams, and any relevant supporting documentation.

Due Date:

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| <p>NOTE: Some of these tasks will overlap in time and may be completed in a different sequence than presented here. Some of the tasks are iterative (e.g. developing regulations) and may occur at various times throughout the project.</p> |
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